

City of Redmond, Washington

Purchasing Division, M/S: 3SFN

15670 NE 85th Street

PO Box 97010

Redmond, WA 98073-9710

Formal Request for Proposal

The City is interested in receiving proposals from qualified consultants for the development of a Downtown Neighborhood Plan.

RFP-10072-06/NED

The City of Redmond, Washington requests interested parties to submit sealed bid/proposals for the above referenced Formal Request for Proposal. This RFP is intended to aid in the selection of a qualified consultant to furnish the Scope of Work identified herein.

Background

The future development of the downtown core is a top priority for the Redmond City Council. The Parks and Recreation Department has identified the need to re-assess the development of parks, recreation, trails and open space in the downtown neighborhood, which is envisioned to evolve into a relatively high density, mixed-use, urban neighborhood.

The Parks, Recreation and Open Space Plan (PRO Plan) is a five-year plan that sets policy for the future of park development in the City. Included in the PRO Plan is the Parks Improvement Program (PIP). The PIP identifies capital projects approved by staff, the Park Board and Redmond City Council for the next ten years and beyond. However, projected growth in the downtown core has generated the demand for in-depth analysis of the current park plan in relationship to the City's Comprehensive Plan, Community Development Guide, the Transportation Master Plan, the City Sewer Plan, the City Stormwater Plan and the City Campus Master Plan. (Other plans may be included as discussion occurs.)

Scope of Work:

Objective

The Redmond Parks and Recreation Department seeks a qualified consultant to perform strategic long-range planning services for the City of Redmond Parks and Recreation Department. The consultant shall also develop a new and exciting comprehensive Downtown Park Plan that incorporates "place making" projects to serve and draw visitors to the neighborhood. The Downtown Park Plan should also provide recreation and open space projects to serve existing and future downtown residents.

The expected outcome will be the delivery of a comprehensive Downtown Park Plan. The plan will:

- Create alternatives for the downtown park system, incorporating existing plans as outlined above.
 - Alternatives will establish a vision for the Downtown Park Plan; and
 - Create a recommended action plan.
- Create “place making” projects such as plazas and small gathering places in the community, which will provide connections with other neighborhoods, parks and downtown businesses.
- Provide policy statements to be approved by the Redmond City Council that will define the future acquisition and development of parks and recreation in the downtown.

Process

The consultant will provide a strategic planning proposal based on the expected outcomes and the recommended process listed below. A time-line for the accomplishment of the Downtown Park Plan should also be included. The Consultant will:

- meet with department staff to gain additional historical information.
- identify the issues and recommend alternatives.
- conduct a public process to gather information, involving three Park Board meetings, three City Council meetings and two Planning Commission meetings.
- conduct regular meetings with staff, including representatives from Parks and Recreation, Public Works and Planning. A recommended meeting schedule should be included.
- Attend appropriate meetings and present at City Council for approval of the final recommendation.

The Consultant may propose an alternative process if it meets the needs of the overall project.

Due Date/Time: 03:00 p.m. (local time), Friday, September 29, 2006

The City of Redmond – Purchasing Division must receive bids no later than said date and time. Responses may be faxed, mailed or hand delivered to the City of Redmond, Purchasing Division, MS: 3SFN, 15670 NE 85th Street, PO Box 97010, Redmond, WA 98073-9710, FAX (425) 556-2185.

Bid Requirements:

It is the City's intent to select the proposal which, in the City's opinion, represents the lowest responsible bid having met all identified bid criteria. A contract shall be awarded to the consultant who provides the strongest qualifications that meet the expectations identified herein. Terms of this agreement are outlined in this proposal.

In your response to this Request For Proposal please include the following:

- Examples of strategic planning facilitation work, specifically park planning, provided to cities similar to Redmond. Work performed for other not-for-profit organizations or non-governmental agencies may also be considered in addition to the work performed for cities.
- Resumes for all team members; each resume shall not exceed two 8-1/2" x 11" pages. Identify the team lead.
- Rates: Please provide a lump sum bid and preliminary schedule for the Scope of Work identified herein. The lump sum should be complete with your estimate for how many hours of work will be needed to perform the Scope of Work. Please provide an hourly rate for additional services or increased Scope.
- Your organization's brochure.

Additional Response Requirements include:

1. By submitting a proposal, the Contractor agrees to be governed by the terms and conditions set forth in this document. No change or deviation from the terms set forth in this document is permitted without the prior approval of the City.
2. Proposals must include all information requested and meet all specifications and requirements outlined in this RFP. Proposals will be evaluated based upon the information submitted and the quality of the service proposed.
3. After award of the contract, all proposals will be opened to public inspection. Net cost material will not be handled as confidential.
4. The Contractor must bear all costs associated with the preparation of the proposal and of any oral presentation requested by the City.
5. Selected Contractors may be required to meet with City staff to discuss their proposals. If contractors are invited to meet with the City, each firm should be prepared to discuss and substantiate any of the areas of the proposal submitted and other areas of interest relative to its proposal.
6. The Contractor will be required to obtain a City of Redmond business license prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City.

Delivery/Product Completion Requirements:

The selected Consultant shall start work on or about November 15, 2006, pending City Council Approval. Upon completion of the Scope of Work identified above, Consultant shall present an executive summary to the City of Redmond staff. The summary shall identify the findings and describe the outcome of the work provided by the Consultant. The executive summary shall also include Consultant's action plan for the Downtown Park Plan.

Selection & Award:

It is the City's intent to award this purchase to the Contractor who provides the most cost effective and responsible bid that, in the opinion of the City, meets all specification

criteria and offers terms and conditions most advantageous to the City. The City will not accept any proposal based on price alone, but will make an award based on the evaluation of factors set forth above. Accordingly, each initial proposal should be submitted on the most favorable and complete operating and technical terms possible.

The City of Redmond reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

Questions/Inquiries:

Please direct any questions pertaining to this request to the City agent listed below. No other City official or employee is empowered to speak for the City with respect to this acquisition. Any information obtained from any non-approved source shall not be binding and may disqualify your proposal.

Neil E. Dickenson, C.P.M.
Purchasing Agent
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Fax: (425) 556-2185
ndickenson@redmond.gov